

FINANCE DEPARTMENT

DIRECTOR OF
FINANCE
Don Herz

ACCOUNTING

BUDGET
OFFICE

CITY
CLERK

PURCHASING

COPY
SERVICES

CITY
TREASURER

VIOLATIONS
PAYMENTS

COMMUNICATIONS

RADIO
MAINTENANCE

INFORMATION
SERVICES

FINANCE DEPARTMENT

GOAL: To manage the financial resources of the City in an effective, efficient, and proactive manner and in accordance with the Lincoln City Charter, the Lincoln Municipal Code, and all applicable state and federal laws. To facilitate the collection, distribution, and use of information for our customers in the areas of records retention, data processing, purchasing, accounting, and communications. To operate Pershing Auditorium to meet the public's need for entertainment.

SIGNIFICANT CHANGES FOR THE LAST FIVE YEARS

- Issued the City's Comprehensive Annual Financial Report (CAFR) for the last five years with a "clean" audit opinion.
- Received the Government Finance Officer's Association (GFOA) Certificate of Excellence each of the past five years for the City's Comprehensive Annual Financial Report.
- Coordinated several electronic payment (E-pay) initiatives allowing for payment over the Internet for parking tickets, permits, utility billing, police department inquiries, pool passes, and parking passes.
- Developed an investment policy for the City's short-term investments.
- Led successful efforts to get a Charter amendment allowing the use of the "Prudent Person Rule" for investing funds.
- Led successful efforts to get a Charter amendment allowing the issuance of checks rather than warrants.
- Implemented a process of pooling cash from all City funds into a short-term and mid-term investment pool.
- Developed a ticket writing system that utilizes wireless technology.
- Retained a AAA credit rating from Standard & Poors.
- Upgraded the City's credit rating from Moody's from Aa1 to Aaa in 2003.
- Initiated a process to sell most City bonds on a competitive sale via the Internet.
- Completed over 20 bond sales totaling approximately \$1.1 billion.
- Completed significant mapping and vehicle locator projects and upgrades in the 911 Center.
- Implemented enhanced 911 (locate source of wireless calls).
- Completed a significant enhancement to the City's fiber optic ring, creating redundant paths between most of the City and County facilities.
- Completed system development for the imaging of our ordinances, executive orders, resolutions, and contracts in the City Clerk's Office.

PROJECTED CHANGES FOR THE NEXT FIVE YEARS

- Connectivity between microcomputers, mainframe, mid range computers, and GIS workstations will continue. The fiber optic communications network will be expanded to include remote sites.
- Continue expansion of the fiber optic network to additional City and County locations.
- Develop an administrative process to implement LB 562, which will allow for the collection of a self-imposed occupation tax to finance infrastructure in new retail developments.
- Update our business interruption plans in the event of a natural disaster, pandemic illness, or similar event.
- Implement existing plan to install Voice over Internet Protocol (VoIP) in the City and County.
- Replace the Computer Assisted Dispatch (CAD) system in the 911 Center.

	ACTUAL 2006-07	BUDGET 2007-08	MAYOR'S RECOMM. 2008-09	COUNCIL ADOPTED 2008-09
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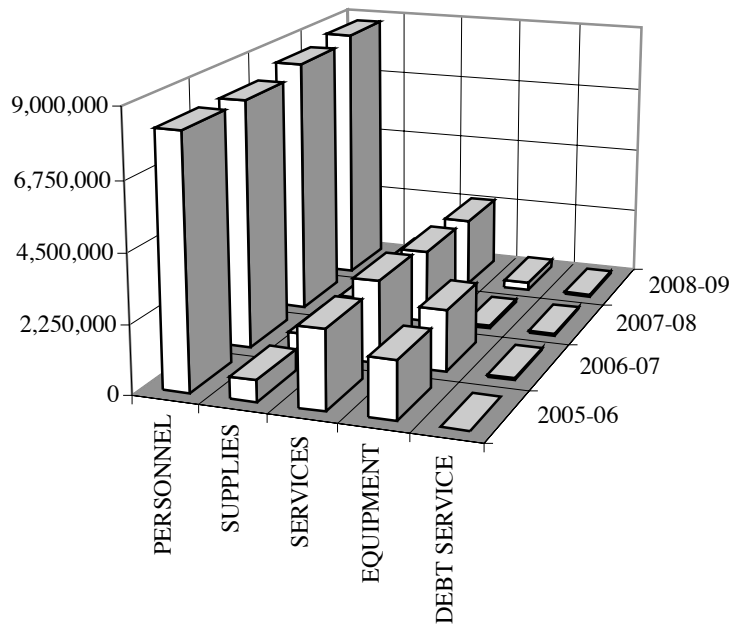
EXPENDITURE SUMMARY				
PERSONNEL	8,221,668	8,544,211	8,752,654	0
SUPPLIES	676,508	548,585	546,100	0
SERVICES	2,746,762	2,432,809	2,330,871	0
EQUIPMENT	2,027,397	91,700	270,944	0
DEBT SERVICE	70,033	73,745	71,995	0
	13,742,368	11,691,050	11,972,564	0

REVENUE SUMMARY				
GENERAL FUND		4,067,192	4,267,190	0
COUNTY		131,876	137,151	0
USER FEES		6,239,542	6,362,123	0
9-1-1 SURCHARGE/OTHER		1,252,440	1,206,100	0
		11,691,050	11,972,564	0

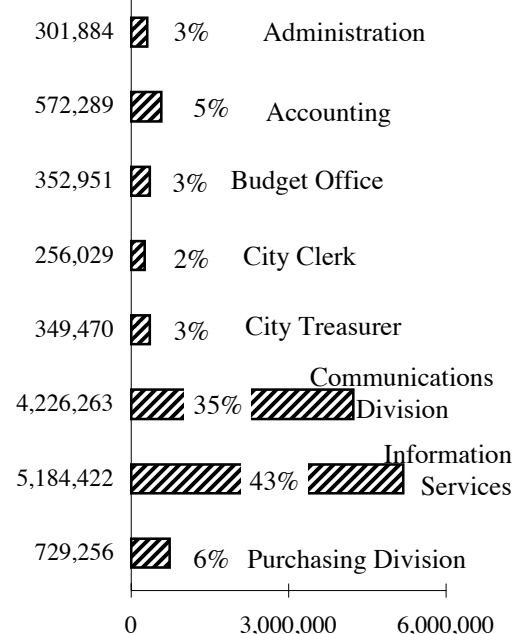
FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
ADMINISTRATION	3.00	2.00	2.00	0.00
ACCOUNTING	9.50	9.50	10.00	0.00
BUDGET OFFICE	4.00	4.00	4.00	0.00
CITY CLERK	4.00	4.00	4.00	0.00
CITY TREASURER	6.50	6.50	5.00	0.00
COMMUNICATIONS	45.50	44.50	45.50	0.00
INFO. SERVICES	39.00	37.00	37.00	0.00
PURCHASING	6.95	6.00	6.00	0.00
	118.45	113.50	113.50	0.00

D E P A R T M E N T F I N A N C E

EXPENDITURES BY CATEGORY



EXPENDITURES BY DIVISION



FINANCE DEPARTMENT

ADMINISTRATION DIVISION

GENERAL FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2006-	2007-08	2008-09
PERFORMANCE MEASURES		07		

1. Protect and enhance the fiscal position of the City.			
A. Issue long-term and short-term debt as dictated by Council action.			
1. Maintain a satisfactory debt rating:			
General Obligation Bonds, Standard and Poor’s.	AAA	AAA	AAA
General Obligation Bonds, Moody’s Investors Service.	Aaa	Aaa	Aaa
Water Revenue Bonds, Standard and Poor’s.	AA-	AA-	AA-
Water Revenue Bonds, Moody’s Investors Service.	Aa2	Aa2	Aa2
Sewer Revenue Bonds, Standard and Poor’s.	AA+	AA+	AA+
Sewer Revenue Bonds, Moody’s Investors Service.	Aa2	Aa2	Aa2
Municipal Infrastructure Redevelopment Fund, Standard and Poor’s.	AAA	AAA	AAA
Municipal Infrastructure Redevelopment Fund, Moody’s Investors Service.	Aa2	Aa2	Aa2
Tax-Supported Antelope Valley Revenue Bonds, Moody’s Investors Service.	Aa2	Aa2	Aa2
Tax-Supported Antelope Valley Revenue bonds, Standard and Poor’s.	AA	AA	AA
Certificates of Participation – Lease/Purchase	AAA	AAA	AAA

FINANCE DEPARTMENT

GENERAL FUND

ADMINISTRATION DIVISION

COMMENTS:

1. There are no significant changes proposed in this budget.

EQUIPMENT DETAIL			ACTUAL		BUDGET	MAYOR	COUNCIL
			2006-07		2007-08	2008-09	2008-09
None	<u>MAYOR</u>		<u>COUNCIL</u>				
	<u>2008-09</u>		<u>2008-09</u>				
	EXPENDITURE SUMMARY						
	PERSONNEL		151,574	153,578	162,751	0	
	SUPPLIES		1,664	3,250	3,250	0	
	SERVICES		125,819	138,173	135,883	0	
	EQUIPMENT		0	0	0	0	
	TRANSFERS		0	0	0	0	
	TOTAL		279,057	295,001	301,884	0	
	REVENUE SUMMARY						
	GENERAL FUND			295,001	301,884	0	
	TOTAL			295,001	301,884	0	
	SERVICES SUMMARY						
	Contractual		794	645	531	0	
	Travel/Mileage		1,848	2,500	2,500	0	
	Print/Copying		129	550	550	0	
	Insurance		21,211	25,724	26,048	0	
Utilities		11,748	14,500	14,500	0		
Maint./Repair		10	0	0	0		
Rentals		88,525	92,904	90,404	0		
Miscellaneous		1,554	1,350	1,350	0		
TOTAL		125,819	138,173	135,883	0		
		0	0				

PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09
D	1150 Finance Director	54,639-129,452	1.00	1.00	95,689	99,518	
C	1630 Administrative Secretary	34,925-45,937	1.00	1.00	37,306	38,598	
	Salary Adjustment					3,702	
	Vacancy/Turnover Savings				-1,330	-1,381	
Fringe Benefits (Workers' Compensation)					21,913	22,314	0
					2.00	2.00	0

FINANCE DEPARTMENT

ACCOUNTING DIVISION

GENERAL FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2006-07	2007-08	2008-09
PERFORMANCE MEASURES				
1. Provide financial information that is timely, informative, and accurate, but offers flexibility to the needs of the customer.				
A. Maintain the JDE system sufficient to provide necessary accounting reports and maintain all funds and accounts of the City in conformance with Generally Accepted Accounting Principles (GAAP).				
1. Percentage of routine accounting period reports available to departments on-line.		100%	100%	100%
2. Percentage of monthly budget status reports available to departments on-line.		100%	100%	100%
3. Accounting system in conformance with generally accepted accounting principles.		yes	yes	yes
4. Format of financial statements in conformance with generally accepted accounting principles.		yes	yes	yes
5. Receive the GFOA Certificate of Conformance.		yes	yes	yes
2. Process payments in a timely, accurate, and efficient manner according to the legal guidelines and procedures of the City.				
A. Produce vendor warrants and interdepartmental transfers in a timely and efficient manner.				
1. Cost of issuing vendor warrants and processing inter-departmental transfers.		\$2.35	\$2.60	\$2.55
3. Provide efficient, quality audits that offer useful improvements to our customers and improvements for safeguarding City assets.				
A. Have an audit performed by an external auditor on the City's accounts in compliance with GAAP, GASS, and the single audit concept as promulgated by the Federal Government.				
1. An unqualified report from the external auditor on our financial statements by:		12/29/06	1/31/08	1/31/09
4. Provide payroll services in a timely, efficient, and accurate fashion.				
A. Produce payroll warrants and W-2 forms in a timely, accurate, and efficient manner.				
1. Cost of issuing payroll warrants.		\$2.45	\$2.50	\$2.55
2. Employee W-2 forms issued timely and accurately by:		1/26/07	1/31/08	1/31/09

FINANCE DEPARTMENT

GENERAL FUND

ACCOUNTING DIVISION

COMMENTS:

1. Moved .5 Senior Office Assistant from the City Treasurer's Division.
2. Moved .8 Account Clerk III to the Social Security Fund.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
None			PERSONNEL	458,364	475,578	476,298	0
			SUPPLIES	13,069	17,425	16,925	0
			SERVICES	63,112	72,444	79,066	0
			EQUIPMENT	0	0	0	0
			TRANSFERS	0	0	0	0
			TOTAL	534,544	565,447	572,289	0
	REVENUE SUMMARY						
			GENERAL FUND		565,447	572,289	0
			TOTAL		565,447	572,289	0
	SERVICES SUMMARY						
			Contractual	56,642	61,739	68,496	0
			Travel/Mileage	534	580	625	0
			Print/Copying	5,333	8,600	8,405	0
			Insurance	0	0	0	0
			Utilities	200	220	220	0
			Maint./Repair	186	470	470	0
			Rentals	0	0	0	0
			Miscellaneous	217	835	850	0
			TOTAL	63,112	72,444	79,066	0
		0	0				

PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09
N 1032	Senior Office Assistant	27,770-36,630	0.50	1.00	14,449	29,908	
N 1122	Account Clerk III	29,748-39,149	3.00	2.20	113,285	84,166	
A 1125	Accountant	41,350-56,491	2.00	2.00	107,900	109,583	
M 1127	City Controller	61,228-119,394	1.00	1.00	105,593	109,571	
A 1128	Assistant City Auditor	47,867-65,185	1.00	1.00	65,185	65,186	
A 1129	Financial Info System Coordinator	52,782-71,741	1.00	1.00	71,742	71,742	
	Overtime				2,206	1,430	
	Salary Adjustment					9,414	
	Vacancy/Turnover Savings				-4,782	-4,702	
	Fringe Benefits (Workers Compensation)				0	0	0
	Total General Fund		8.50	8.20	475,578	476,298	0
SOCIAL SECURITY FUND:							
N 1122	Account Clerk III	29,748-39,149		0.80		26,665	
E 1130	Payroll Supervisor	36,216-51,137	1.00	1.00	51,137	51,137	
	Salary Adjustment					1,533	
	Fringe Benefits				16,135	33,276	
	Total Social Security Fund		1.00	1.80	67,272	112,611	0
TOTAL			9.50	10.00	542,850	588,909	0

FINANCE DEPARTMENT

BUDGET OFFICE DIVISION

GENERAL FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2006-07	2007-08	2008-09
PERFORMANCE MEASURES				

1. Coordinate the budget process in an efficient, effective, and fair manner to facilitate the optimum allocation of resources City-wide.
 - A. To accurately forecast revenues and expenditures.
 - 1 Variance of actual revenues to projected revenues for the General Fund (excluding property taxes). 0.2% ±3.5% ±3.5%
 - 2 Variance of actual August 31 General Fund cash balance to the projected August 31 General Fund cash balance. 9.4% ±15.0% ±15.0%
 3. Percentage of actual expenditures to budgeted expenditures for the General Fund. -2.3% ±3.0% ±3.0%
 - B. Coordinate the preparation of the City's Annual Budget.
 1. City Council adoption of Budget. 8/14/06 8/20/07 8/25/08

FINANCE DEPARTMENT

GENERAL FUND

BUDGET DIVISION

COMMENTS:

1. No significant changes are proposed in this budget.

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FINANCE DEPARTMENT

CITY CLERK DIVISION

GENERAL FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2006-07	2007-08	2008-09
PERFORMANCE MEASURES				

1. Maintain all official records of the City of Lincoln.
 - A. Maintain and process official records in proper time frame as mandated by code.
 1. Executive orders filed. 2,838 3,350 2,268
 2. Resolutions filed. 495 725 525
 3. Ordinances filed. 189 170 175
 4. Directorial Orders Filed 89 N/A 1,068
 - B. Keep index system current.
 1. Estimated number of documents indexed. 11,000 11,400 11,425
 - C. Update portions of the Lincoln Municipal Code that pertain to the City Clerk's Office as necessary.
 1. Updates to Lincoln Municipal Code. 1 3 3
2. Coordinate material to be acted upon by the City Council.
 - A. Provide staff support, including recording secretarial services, to the City Council.
 1. City Council meetings staffed. 66 67 70
3. Issue various permits and licenses as set out by ordinances.
 - A. Assure eligibility criteria are met and regulations are followed.
 1. Licenses and permits issued. 7,011 7,018 6,300
 2. Special designated license. 300 N/A 400

FINANCE DEPARTMENT

GENERAL FUND

CITY CLERK DIVISION

COMMENTS:

1. There are no significant changes in this budget.

EQUIPMENT DETAIL			ACTUAL		BUDGET	MAYOR	COUNCIL
	MAYOR	COUNCIL					
	<u>2008-09</u>	<u>2008-09</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>
None	EXPENDITURE SUMMARY						
	PERSONNEL		197,774	207,956		217,684	0
	SUPPLIES		7,395	8,125		6,870	0
	SERVICES		48,968	30,727		31,475	0
	EQUIPMENT		0	0		0	0
	TRANSFERS		0	0		0	0
	TOTAL		254,136	246,808		256,029	0
	REVENUE SUMMARY						
	GENERAL FUND			246,808		256,029	0
	TOTAL			246,808		256,029	0
	SERVICES SUMMARY						
	Contractual		2,949	4,163		3,975	0
	Travel/Mileage		0	0		0	0
	Print/Copying		12,345	9,300		9,500	0
	Insurance		0	0		0	0
	Utilities		2,042	2,144		2,720	0
	Maint./Repair		230	300		200	0
	Rentals		0	0		0	0
	Miscellaneous		31,402	14,820		15,080	0
	TOTAL		48,968	30,727		31,475	0
		0	0				

PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	<u>07-08</u>	<u>08-09</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>
N 1032	Senior Office Assistant	27,770-36,630	2.00	2.00	65,001	66,019	
M 1131	City Clerk	48,821-99,569	1.00	1.00	87,461	90,578	
A 1132	Assistant City Clerk	45,591-62,146	1.00	1.00	55,319	57,092	
	Overtime				2,253	2,264	
	Salary Adjustment					3,868	
	Vacancy/Turnover Savings				-2,078	-2,137	
Fringe Benefits					0	0	0
TOTAL			4.00	4.00	207,956	217,684	0

FINANCE DEPARTMENT

CITY TREASURER DIVISION

GENERAL FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES				
PERFORMANCE MEASURES		2006-07	2007-08	2008-09
1.	Manage cash and investments of the City funds in the best composition of safety, liquidity, and highest return.			
A.	Monitor funds and investment balances and keep cash not needed immediately in interest bearing securities.			
1.	Percentage of City funds invested.	99.47%	99.5%	98%
B.	Record investments purchased, investments cashed, and investment interest payments.			
1.	Total investment actions recorded.	551	525	500
C.	Report quarterly to City Council all City investment activity.			
1.	Investment resolutions prepared.	4	4	4
2.	Collect and distribute money in an efficient, accurate, and timely manner to guarantee safety and increase investment potential.			
A.	Verify and pay all City warrants, bonds, and coupons when presented for payment.			
1.	Warrants paid per year.	38,011	40,000	37,500
B.	Collect various occupation taxes and franchise fees.			
1.	Total value of collections for various taxes, fees, and licenses other than special assessments, real estate, and personal property taxes and sales taxes.	12,786,756	11,500,000	12,000,000
C.	Verify and enter City Treasurer's receipts.			
1.	Total City Treasurer's receipts processed.	11,771	11,000	11,500
D.	Collect payments for parking tickets and comply with legal requirements in the most efficient, accurate, and timely manner.			
1.	Tickets paid.	41,810	43,500	40,000
2.	Administrative fees collected.	\$334,482	\$349,000	\$320,000
3.	Courtesy tickets processed.	3,504	5,000	3,000

FINANCE DEPARTMENT

GENERAL FUND

CITY TREASURER DIVISION

COMMENTS:

1. Moved .5 Senior Office Assistant to the Accounting Division.
2. Eliminated a Senior Office Assistant position and added contractual services in anticipation of the parking violations responsibilities being moved to Urban Development.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
			2006-07	2007-08	2008-09	2008-09	
None	MAYOR	COUNCIL	EXPENDITURE SUMMARY				
	2008-09	2008-09	PERSONNEL	293,551	306,917	270,196	0
			SUPPLIES	13,590	15,420	15,700	0
			SERVICES	34,398	44,313	63,574	0
			EQUIPMENT	0	0	0	0
			TRANSFERS	0	0	0	0
			TOTAL	341,539	366,650	349,470	0
			REVENUE SUMMARY				
			GENERAL FUND	366,650	349,470	0	
			TOTAL	366,650	349,470	0	
			SERVICES SUMMARY				
			Contractual	18,754	24,363	43,724	0
			Travel/Mileage	0	0	0	0
			Print/Copying	1,484	1,700	1,700	0
			Insurance	1,500	1,950	1,950	0
			Utilities	9,233	10,100	10,000	0
			Maint./Repair	2,059	3,200	3,200	0
			Rentals	0	0	0	0
			Miscellaneous	1,368	3,000	3,000	0
			TOTAL	34,398	44,313	63,574	0
	0	0					

PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
<u>CODE</u>	<u>CLASS</u>	<u>PAY RANGE</u>	<u>07-08</u>	<u>08-09</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>
N 1032	Senior Office Assistant	27,770-36,630	1.50		45,013		
N 1121	Account Clerk II	26,829-35,439	1.00	1.00	31,045	27,372	
N 1122	Account Clerk III	29,149-39,149	1.00	1.00	38,350	38,350	
A 1139	Assistant City Treasurer	45,591-62,146	1.00	1.00	57,948	59,824	
M 1140	City Treasurer	61,228-119,394	1.00	1.00	89,910	92,824	
A 1631	Administrative Aide I	34,020-46,715	1.00	1.00	46,715	46,715	
	Overtime				1,026	1,026	
	Salary Adjustment					6,736	
	Vacancy/Turnover Savings				-3,090	-2,651	
	Fringe Benefits				0	0	0
	TOTAL		6.50	5.00	306,917	270,196	0

	ACTUAL 2006-07	BUDGET 2007-08	MAYOR'S RECOMM. 2008-09	COUNCIL ADOPTED 2008-09
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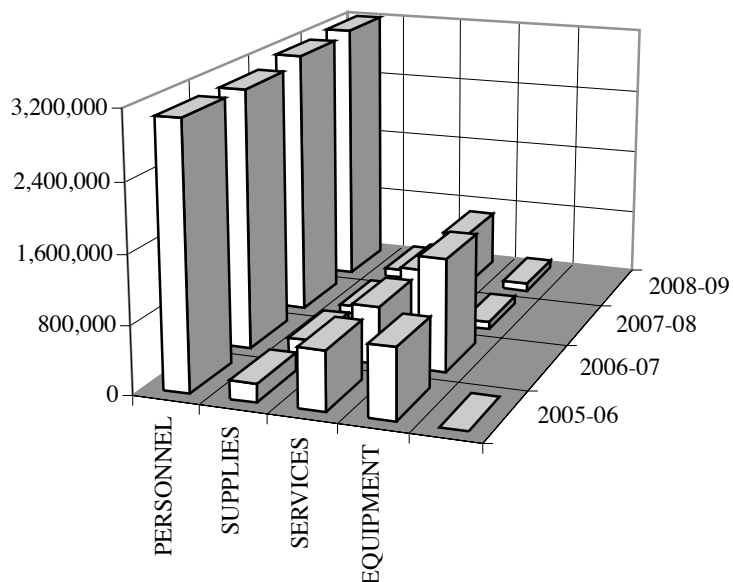
EXPENDITURE SUMMARY				
PERSONNEL	3,072,595	3,161,861	3,287,867	0
SUPPLIES	183,744	96,187	99,350	0
SERVICES	681,447	650,642	667,851	0
EQUIPMENT	1,328,579	88,200	99,200	0
DEBT SERVICE	70,033	73,745	71,995	0
	5,336,397	4,070,635	4,226,263	0

REVENUE SUMMARY				
GENERAL FUND		1,912,582	2,085,527	0
COUNTY		131,876	137,151	0
9-1-1 SURCHARGE/OTHER		1,252,440	1,206,100	0
USER FEES		773,737	797,485	0
		4,070,635	4,226,263	0

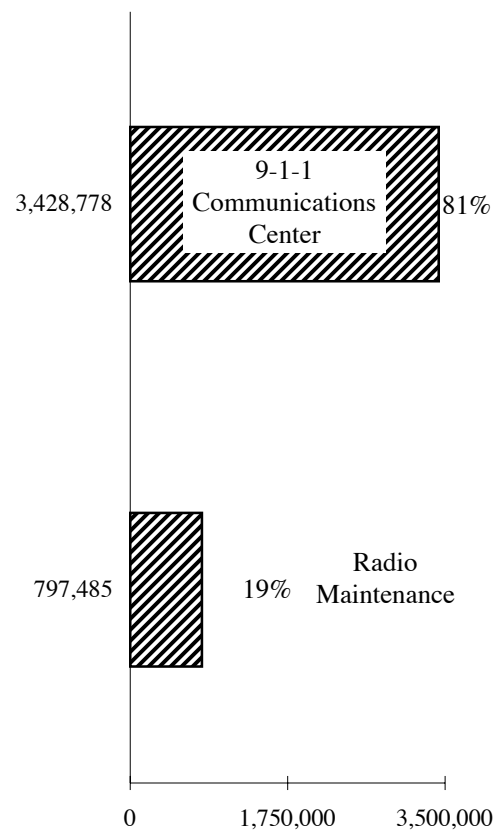
FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
9-1-1 CENTER	39.50	38.50	39.50	0.00
RADIO MAINTENANCE	6.00	6.00	6.00	0.00
	45.50	44.50	45.50	0.00

COMMUNICATIONS CENTER DIVISION

EXPENDITURES BY CATEGORY



EXPENDITURES BY DIVISION



Lincoln Emergency Communications Outcome-Based Budget

NOTE: Two samples of the indicators for this department are presented below. The full set of indicators will be released in the separate document.

City of Lincoln Outcome: Safety & Security

GOALS:

Reduced crime and disorder, provide timely quality response to medical emergencies, and maintain emergency preparedness.

METHODS

Provide adequate staffing to perform basic calltake and dispatch functions for public safety. Measure and analyze 911 call volumes on wireline, wireless, and voice over IP on a monthly basis to identify trends and adjust minimum-staffing levels accordingly. Provide technology and staffing necessary for measurement

INDICATORS:

- 1. Maintain average 40 second interval between time a call is received until a unit is dispatched for serious medical incidents.**

Comparison: New assessment measure. No chart is available.

Description: Serious medical incidents are defined as cardiac or respiratory distress call (EMS Echo calls). The time stamp occurs when the call taker has enough information to initiate a dispatch and the event/incidents pending queue. The dispatched time stamp occurs when the dispatcher has aired a call to an available unit.

- 2. Maintain accurate call assessment rate of 90% for Emergency Medical Dispatch.**

Comparison: New assessment measure. No chart is available.

Description: A random sample of 25 EMS calls per week is analyzed to ensure that the correct assessment of the medical situation was made by the call taker based on software packages designed to implement the appropriate response.

FINANCE DEPARTMENT

COMMUNICATIONS CENTER DIVISION COMMUNICATIONS CENTER

9-1-1 COMMUNICATION FUND

COMMENTS:

- Added 1.0 Emergency Service Dispatcher I position.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09
	<u>2008-09</u>	<u>2008-09</u>	EXPENDITURE SUMMARY			
Replace Computers	15,000		PERSONNEL	2,622,284	2,703,787	2,827,743
Replace Chairs	5,000		SUPPLIES	11,104	20,750	21,750
Replace Misc. Equip.	2,000		SERVICES	497,394	469,616	484,290
Audio Visual Equip.	1,000		EQUIPMENT	4,260	29,000	23,000
			DEBT SERV.	70,033	73,745	71,995
			TOTAL	3,205,075	3,296,898	3,428,778
			REVENUE SUMMARY			
			GENERAL FUND		1,912,582	2,085,527
			LANCASTER COUNTY		131,876	137,151
			9-1-1 SURCHARGE/OTHER		1,252,440	1,206,100
			TOTAL		3,296,898	3,428,778
			SERVICES SUMMARY			
			Contractual	20,298	45,991	35,430
			Travel/Mileage	5,347	12,800	14,800
			Print/Copying	1,629	2,000	2,000
			Insurance	9,620	11,240	12,303
			Utilities	236,028	227,500	232,500
			Maint./Repair	143,977	87,500	102,500
			Rentals	63,642	63,585	64,757
			Miscellaneous	16,852	19,000	20,000
			TOTAL	497,394	469,616	484,290
	23,000	0				

PERSONNEL DETAIL			EMPLOYEES	BUDGET	MAYOR	COUNCIL
CLASS			07-08	08-09	2007-08	2008-09
CODE CLASS	PAY RANGE					
C 1512 Systems Specialist I	36,709-48,214	1.00	1.00	42,718	38,039	
A 1633 Administrative Officer	47,867-65,185	1.00		64,659		
C 3100 Emergency Service Call Taker	27,466-36,413	2.00		68,635		
C 3102 ESD II/CAD Administrator	37,579-49,323	1.00	1.00	49,040	49,040	
A 3103 Operations Training Coordinator	45,591-62,146	1.00	1.00	54,668	58,248	
A 3104 Oper Quality Assurance Coordinator	43,426-59,259	1.00	1.00	53,707	43,426	
C 3105 Emergency Service Dispatcher I	32,402-42,713	6.50	10.50	228,815	372,182	
C 3106 Emergency Service Dispatcher II	37,579-49,323	21.00	20.00	902,105	890,264	
C 3107 Emergency Service Dispatcher III	43,384-56,740	3.00	3.00	169,694	152,718	
M 3161 Communications Coordinator	48,821-99,569	1.00	1.00	96,170	99,074	
A 3162 Communications Supervisor	47,867-65,185		1.00		64,660	
Holiday Pay				61,650	70,000	
Standby Pay				26,790	26,790	
Trainer Pay				5,000	5,000	
Overtime				164,399	165,000	
Salary Adjustment					30,485	
Vacancy/Turnover Savings				-17,302	-17,676	
Fringe Benefits				733,039	780,493	0
	TOTAL	38.50	39.50	2,703,787	2,827,743	0

FINANCE DEPARTMENT

COMMUNICATIONS CENTER DIVISION

RADIO MAINTENANCE SECTION

RADIO MAINTENANCE FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2006-07	2007-08	2008-09
PERFORMANCE MEASURES				
1. Maintain and expand a City radio maintenance shop.				
A. Provide maintenance, repair and installation service for the mobiles, portables, control stations, and accessories used on the 800 MHz trunked radio system.				
1. Radios maintained.	2,787	3,000	3,050	
2. Repairs completed.	480	525	500	
3. Preventive maintenance inspections completed.	532	300	300	
4. Installations completed.	75	75	75	
5. Radios programmed.	76	150	100	
6. Other related tasks.	209	300	300	
B. Provide maintenance, repair and installation service for the 911 EDACS consoles and transmitter sites.				
1. Towers maintained.	3	3	3	
2. Antenna systems maintained.	12	16	16	
3. Microwave Radios maintained.	8	10	10	
4. 911 consoles maintained.	8	8	8	
5. 800 MHz transmitters maintained.	40	40	40	
6. Receiver voters maintained.	20	20	20	
7. Preventive maintenance inspections completed.	144	156	156	
8. Repairs completed.	123	100	100	
C. Provide maintenance, repair and installation service for the EDACS mobile data and automatic vehicle location equipment.				
1. Ericsson Data Gateway switch maintained.	1	1	1	
2. Repairs completed.	4	5	5	
D. Provide maintenance, repair and installation for Backup and Interoperatable Communications equipment.				
1. Antenna systems maintained.	16	19	19	
2. 800 Mhz repeaters maintained.	13	15	15	
3. 450 Mhz repeaters maintained.	1	1	1	
4. 150 Mhz repeaters maintained.	4	4	4	
5. Low Band Base Stations maintained.	5	3	3	
6. Zetron consoles maintained.	8	8	8	
7. Mobile communications trailers maintained.	1	1	1	
8. Repairs completed.	4	25	25	
9. Preventive maintenance inspections.	52	24	25	
2. Maintain Rural Fire Radio system Backbone				
A. Provide maintenance, repair, and installations for the communications backbone equipment for Rural Fire.				
1. Repeater antenna systems maintained.	9	8	8	
2. 800 Mhz repeaters maintained.	8	7	7	
3. 150 Mhz repeaters maintained.	5	5	5	
4. Site preventive maintenance inspections completed.	260	128	128	
5. Repairs completed.	10	20	20	
3. Maintain OpenSky Radio System				
A. Provide maintenance, repair and installation for Open Sky Radio System.				
1. 800 Mhz repeaters maintained	2	4	4	
2. Mobiles maintained.	70	70	70	
3. Portables maintained.	0	5	5	

FINANCE DEPARTMENT

**COMMUNICATIONS CENTER DIVISION
RADIO MAINTENANCE**

RADIO MAINTENANCE FUND

COMMENTS:

1. No significant changes are proposed in this budget.

EQUIPMENT DETAIL			ACTUAL		BUDGET	MAYOR	COUNCIL
	MAYOR	COUNCIL	2006-07		2007-08	2008-09	2008-09
	<u>2008-09</u>	<u>2008-09</u>	EXPENDITURE SUMMARY				
Replace Computers	4,200		PERSONNEL	450,312	458,074	460,124	0
Service Monitors	25,000		SUPPLIES	172,640	75,437	77,600	0
Radio Equipment	30,000		SERVICES	184,052	181,026	183,561	0
1 Ton Truck	17,000		EQUIPMENT	1,324,319	59,200	76,200	0
			TRANSFERS	0	0	0	0
			TOTAL	2,131,322	773,737	797,485	0
			REVENUE SUMMARY				
			USER FEES		773,737	797,485	0
			TOTAL		773,737	797,485	0
			SERVICES SUMMARY				
			Contractual	13,104	18,807	16,487	0
			Travel/Mileage	26,613	31,118	31,985	0
			Print/Copying	430	800	700	0
			Insurance	6,015	8,426	8,584	0
			Utilities	29,427	25,775	28,985	0
			Maint./Repair	89,059	82,300	83,020	0
			Rentals	10,000	10,000	10,000	0
			Miscellaneous	9,404	3,800	3,800	0
			TOTAL	184,052	181,026	183,561	0
	76,200	0					

PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09
N 1307	Stores Clerk II	29,748-39,149	1.00	1.00	39,150	39,150	
N 3163	Radio System Technician	36,570-47,823	3.00	3.00	140,614	140,675	
N 3164	Radio System Lead Tech	37,849-49,456	1.00	1.00	48,655	48,910	
C 3165	Radio System Supervisor	46,696-60,967	1.00	1.00	60,442	60,441	
	Standby Pay				19,006	18,735	
	Overtime				13,543	14,100	
	Salary Adjustment					7,919	

FINANCE DEPARTMENT

INFORMATION SERVICES DIVISION

INFORMATION SERVICES FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2006-07	2007-08	2008-09
PERFORMANCE MEASURES				
1.	Provide accurate and timely results to the Information Services customer community (Alpha, Mainframe, AS400s).			
A.	Resolve 80% of all customer questions and problems within one calendar day and 95% within three calendar days.			
1.	One day clearance rate for customer services requests.	98.1%	80.0%	81.5%
2.	Three day clearance rate for customer services requests.	99.2%	95.0%	92.7%
3.	Five day clearance rate for customer services requests.	99.2%	99.9%	95.2%
B.	Maintain network availability 100% of scheduled time.			
1.	CICS availability.	99.9%	99.9%	99.9%
2.	ALPHA availability.	99.9%	99.9%	99.9%
3.	City Word Processing Server availability.	99.9%	99.9%	99.9%
4.	County Word Processing Server availability.	99.9%	99.9%	99.9%
C.	Complete new development and enhancement projects on time and within budget 95% of the time.			
1.	Projects completed within budget.	92.0%	95.0%	95.0%
2.	Provide accurate and timely results to the Information Services Customers (Microcomputer Support).			
A.	1. One day clearance.	N/A	80%	85.3%
	2. Three day clearance.	N/A	90%	88.4%
	3. Five day clearance.	N/A	95%	90.7%

FINANCE DEPARTMENT

INFORMATION SERVICES FUND

INFORMATION SERVICES DIVISION

COMMENTS:

1. No significant changes are proposed in this budget.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
NACO Lease Purchase			PERSONNEL	3,406,468	3,563,922	3,635,106	0
Z/890	63,744		SUPPLIES	135,418	86,773	79,135	0
Non-IS Servers	20,000		SERVICES	1,727,924	1,438,672	1,298,437	0
Computer Terminals	3,500		EQUIPMENT	698,818	3,500	171,744	0
City AS/400	55,000		TRANSFERS	0	0	0	0
Server Replacement	4,500		TOTAL	5,968,628	5,092,867	5,184,422	0
Hub Equipment	25,000		REVENUE SUMMARY				
			USER FEES	5,092,867	5,184,422		0
			TOTAL	5,092,867	5,184,422		0
			SERVICES SUMMARY				
			Contractual	242,105	35,752	31,571	0
			Travel/Mileage	13,155	27,650	25,150	0
			Print/Copying	22,155	6,000	5,000	0
			Insurance	15,553	19,160	20,717	0
			Utilities	118,209	115,937	121,232	0
			Maint./Repair	977,604	717,794	629,425	0
			Rentals	267,437	444,879	394,342	0
			Miscellaneous	71,705	71,500	71,000	0
			TOTAL	1,727,924	1,438,672	1,298,437	0
	171,744	0					

PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09
N 1032	Senior Office Assistant	27,770-36,630	1.00	1.00	35,547	35,831	
M 1450	Information Services Manager	61,228-119,394	1.00	1.00	116,816	119,263	
M 1451	Systems Coordinator	61,228-119,394	1.00	1.00	100,608	103,475	
M 1452	Microcomput/Network Support Coord.	61,228-119,394	1.00	1.00	104,804	107,115	
A 1460	Operations Supervisor	43,426-59,259	1.00	1.00	59,260	59,260	
N 1463	Computer Operator I	26,829-35,439	1.00	2.00	28,033	54,900	
N 1464	Computer Operator II	34,139-44,732	2.00	1.00	79,913	36,452	
M 1471	Technical Support/Operations Coord.	61,228-119,394	1.00	1.00	105,404	109,538	
M 1472	Technical Support Specialist II	48,821-99,569	5.00	5.00	449,724	459,148	
A 1479	Systems Analyst/Programmer II	47,867-65,185	7.00	6.00	446,693	387,251	
M 1480	Systems Project Supervisor	48,821-99,569	2.00	2.00	189,994	193,981	
A 1481	System Software Integrator	52,782-71,741	1.00	2.00	71,216	134,201	
A 1484	Network Specialist I	41,350-56,491	1.00		47,909		
A 1485	Network Specialist II	47,867-65,185	1.00	2.00	65,185	116,610	
M 1486	Network Supervisor	48,821-99,569	1.00	1.00	87,575	90,126	
C 1495	Microcomputer Support Specialist I	42,386-55,463	1.00	1.00	45,132	46,376	
C 1496	Microcomputer Support Specialist II	49,046-63,968	8.00	8.00	490,820	495,804	
A 1631	Administrative Aide I	34,020-46,715	1.00	1.00	46,715	46,715	
	Overtime				17,296	16,703	
	Standby Pay				35,000	33,457	
	Salary Adjustment					48,494	
	Fringe Benefits				940,278	940,406	0
	TOTAL		37.00	37.00	3,563,922	3,635,106	0

	ACTUAL 2006-07	BUDGET 2007-08	MAYOR'S RECOMM. 2008-09	COUNCIL ADOPTED 2008-09
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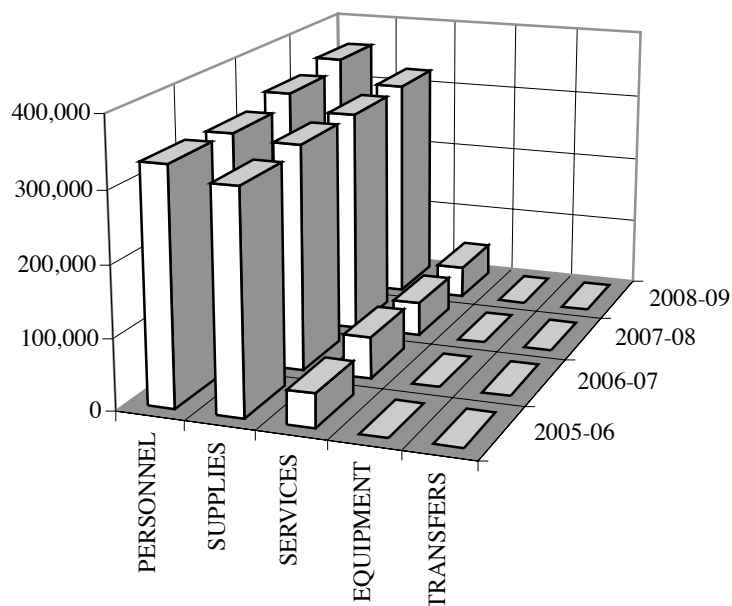
EXPENDITURE SUMMARY				
PERSONNEL	329,342	345,379	359,038	0
SUPPLIES	321,242	321,000	324,500	0
SERVICES	58,923	48,740	45,718	0
EQUIPMENT	0	0	0	0
TRANSFERS	0	0	0	0
	709,507	715,119	729,256	0

REVENUE SUMMARY				
GENERAL FUND		342,181	349,040	0
COPY SERVICES USER FEES		372,938	380,216	0
		715,119	729,256	0

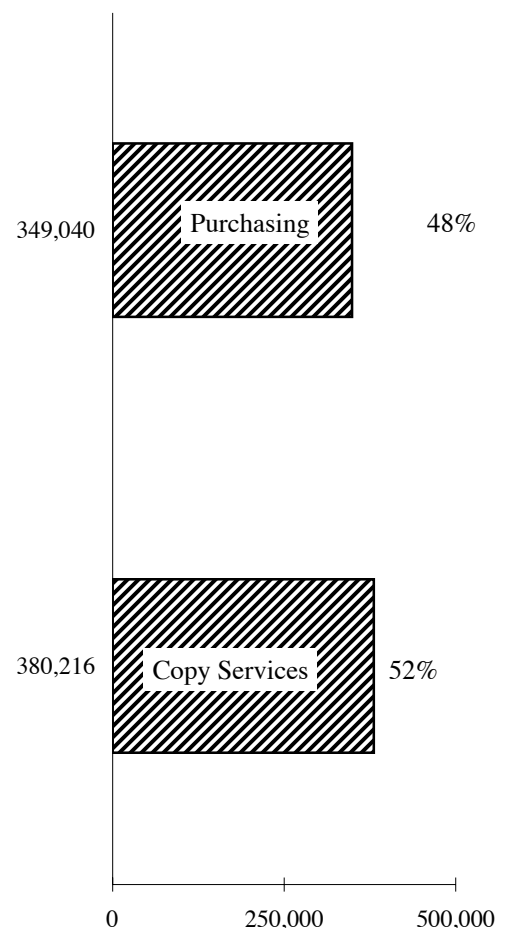
FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
PURCHASING	5.95	4.95	4.95	0.00
COPY SERVICES	1.00	1.05	1.05	0.00
	6.95	6.00	6.00	0.00

PURCHASING DIVISION

EXPENDITURES BY CATEGORY



EXPENDITURES BY DIVISION



FINANCE DEPARTMENT

PURCHASING DIVISION

CITY PURCHASING

GENERAL FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2006-07	2007-08	2008-09
PERFORMANCE MEASURES				
1. Provide professional procurement securing the best value in the most professional manner.				
A. Provide the right product, at the right price, at the right time, and in the right quantity.				
1. Formal bids.		368	325	350
2. Written quotations prepared.		178	150	160
3. Review and update commodity term contracts and service contracts.		436	450	450
4. Purchase orders issued.		915	1,000	1,000
B. Provide a variety of new and used products that offer the best value and provide for the disposal of surplus items in the most advantageous manner.				
1. Surplus property auctions conducted.		1	1	1
2. Revenue received from surplus auctions-net.		\$416,420	\$310,000	\$325,000
2. Promote efficient methods and procedures and maintain a high benefits to cost ratio.				
A. Improve Purchasing Division staff efficiency and productivity.				
1. Requisitions processed.		1,100	1,000	1,000
3. Foster trust and cooperation with customers to utilize our service.				
A. Develop a simplified standards and specifications process.				
1. Revise Purchasing Policies and Procedures Manual.		On going	On going	On going
2. Days from receipt of requisition to issuance of purchase order:				
a. Without bid or quote.		5 days	4 days	5 days
b. With quote.		10 days	5 days	10 days
c. With bid.		6 weeks	6 weeks	6 weeks
B. Achieve understanding of the procurement process through education of our customers.				
1. Conduct customer training seminars (County/City and Building Commission).		3	3	3
2. Collect and distribute to our customers information on purchasing trends.		On going	On going	On going

FINANCE DEPARTMENT

PURCHASING DIVISION CITY PURCHASING

GENERAL FUND

COMMENTS:

1. There are no significant changes in this budget.

EQUIPMENT DETAIL		ACTUAL	BUDGET	MAYOR	COUNCIL
		2006-07	2007-08	2008-09	2008-09
MAYOR	COUNCIL				
2008-09	2008-09				
None		EXPENDITURE SUMMARY			
		PERSONNEL	285,446	297,757	309,138
		SUPPLIES	3,512	6,000	4,500
		SERVICES	49,377	38,424	35,402
		EQUIPMENT	0	0	0
		TRANSFERS	0	0	0
		TOTAL	338,335	342,181	349,040
		REVENUE SUMMARY			
		GENERAL FUND		342,181	349,040
		TOTAL		342,181	349,040
		SERVICES SUMMARY			
		Contractual	18,002	2,462	1,340
		Travel/Mileage	0	0	0
		Print/Copying	2,164	6,200	4,200
		Insurance	0	0	0
		Utilities	71	320	320
		Maint./Repair	117	0	0
		Rentals	28,150	27,942	27,942
		Miscellaneous	871	1,500	1,600
		TOTAL	49,377	38,424	35,402
				0	0

PERSONNEL DETAIL						
CLASS			EMPLOYEES	BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09
						2008-09
M	1310	Purchasing Agent	61,228-119,394	0.95	0.95	99,740
A	1311	Assistant Purchasing Agent	45,591-62,146	2.00	2.00	109,209
A	1314	Buyer	41,350-56,491	1.00	1.00	43,601
C	1512	Systems Specialist I	36,709-48,214	1.00	1.00	48,215
		Salary Adjustment				4,463
		Vacancy/Turnover Savings			-3,008	-3,078
Fringe Benefits						
TOTAL					0	0
			4.95	4.95	297,757	309,138
						0

FINANCE DEPARTMENT

PURCHASING DIVISION

COPY SERVICES

COPY SERVICES FUND

PROGRAM STATEMENTS			
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2006-07	2007-08	2008-09
1. Administer copier contracts through Copy Services Revolving Fund.			
A. Administer departmental orders and billings.			
1. Number of copiers.	180	175	175
2. Impressions made.	17,000,000	18,000,000	18,000,000

FINANCE DEPARTMENT

**PURCHASING DIVISION
COPY SERVICES**

COPY SERVICES FUND

COMMENTS:

1. No significant changes are proposed in this budget.

EQUIPMENT DETAIL			ACTUAL		BUDGET	MAYOR	COUNCIL
	MAYOR	COUNCIL					
	<u>2008-09</u>	<u>2008-09</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>
None	EXPENDITURE SUMMARY						
	PERSONNEL		43,896	47,622		49,900	0
	SUPPLIES		317,730	315,000		320,000	0
	SERVICES		9,546	10,316		10,316	0
	EQUIPMENT		0	0		0	0
	TRANSFERS		0	0		0	0
	TOTAL		371,172	372,938		380,216	0
	REVENUE SUMMARY						
	COPY SERVICES			372,938		380,216	0
	TOTAL			372,938		380,216	0
	SERVICES SUMMARY						
	Contractual		0	0		0	0
	Travel/Mileage		0	0		0	0
	Print/Copying		0	0		0	0
	Insurance		0	0		0	0
	Utilities		0	0		0	0
	Maint./Repair		601	0		0	0
	Rentals		0	0		0	0
	Miscellaneous		8,945	10,316		10,316	0
	TOTAL		9,546	10,316		10,316	0
		0	0				
PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	<u>07-08</u>	<u>08-09</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>
N 1032	Senior Office Assistant	27,770-36,630	1.00	1.00	29,053	30,068	
M 1310	Purchasing Agent	61,228-119,394	0.05	0.05	5,249	5,446	
	Salary Adjustment					910	